

.

Class Specifications
for the Class:

SURPLUS PROPERTY SPECIALIST

Duties Summary:

Coordinates and manages the acquisition, storage and distribution of federal and State surplus personal properties; develops, revises and recommends operating policies and procedures of the surplus property program in accordance with pertinent federal and State policies and regulations; supervises accounts recordkeeping activities; and performs other related duties as assigned.

Distinguishing Characteristics:

The one position in this class is located in the State's central purchasing and supply program, and is under the general supervision of the division chief. At the branch level, it reflects responsibility for planning, organizing, directing and coordinating operations and activities in the acquisition, storage and sale of State and federal surplus personal property to eligible State, local government and private, non-profit agencies.

Surplus property operations are financed on a self-supporting, revolving fund basis; and federal guidelines dictate the processing and sale of federal surplus personal property.

General supervision is exercised over a small staff including surplus property screener, truck driver, and clerical personnel engaged in the screening, acquisition, inventory, pricing, storage, and sale of surplus personal property, and related accounts recordkeeping and other clerical work.

Examples of Duties:

Plans, organizes and coordinates the acquisition, storage and sale of surplus office furniture, building materials, automotive equipment, and other personal property; supervises the selection and acquisition of suitable and desirable surplus property; supervises the receipt, storage, inventory and sale of items; supervises the accounting of properties and the account recordkeeping of financial transactions; develops, revises and recommends operating policies and procedures; assures conformance of such procedures with an approved plan of operations; may revise the plan of operations in accordance with new legislation; determines specific service charges within the bounds of the general schedule in order to encourage maximum participation by donee agencies; reviews State disposal applications to ascertain

reutilization or resale potential of property; develops and supervises procedures for the preparation of perpetual inventory records and display tags to ensure correct nomenclature, description, condition, unit of issue, and applicable serial numbers; assists donees in selecting items, providing technical information on the utilization of specialized materials and equipment, and recommending items suitable for secondary utilization or cannibalization; develops, directs and coordinates information dissemination to current and prospective donees; directs, coordinates and is responsible for the annual preparation, review and updating of the surplus property budget; occasionally reviews completed transactions to evaluate donee participation to ascertain that property is given fair and equitable distribution as required by federal regulations; analyzes and monitors federal property stored at the State facility and directs the return of slow moving federal property to federal control; determines the eligibility of public and private organizations and institutions in accordance with federal standards, guidelines and procedures and approves or disapproves applications.

Knowledge and Abilities Required:

Knowledge of: Principles, procedures, techniques and practices in inventory control; methods and practices of stock control and warehousing; characteristics of property items, their proper identification and uses; budget preparation and budgetary control; financial accounting and management of property transactions and proceeds from sales; principles and practices of supervision; public relations.

Ability to: Understand and interpret laws, rules and regulations; develop, revise and recommend operating policies and procedures; establish and maintain good working relationships with others; plan and coordinate the work of others; prepare clear and concise reports and correspondence.

- - - - -

This is the first specification for the new class SURPLUS
PROPERTY SPECIALIST.

Effective Date: November 1, 1987

DATE APPROVED: 12/20/88

/s/ Alfred C. Lardizabal
ALFRED C. LARDIZABAL
Director of Personnel Services